

CHAPTER 9  
NATIONAL CHANGE OF ADDRESS PROGRAM

**821—9.1(48A) State registrar to organize.**

**9.1(1)** The state registrar of voters shall annually offer to every county commissioner the opportunity to participate in the registrar's submittal of voter registration records to a licensed vendor of the United States Postal Service for matching with National Change of Address (NCOA) records.

**9.1(2)** The vendor used by the registrar shall be selected in accordance with all procurement laws and rules of the state and the department of general services.

**9.1(3)** The state registrar shall prepare a file of all registered voters in all counties whose commissioners have chosen to participate in the program. The file shall be in the form and format required by the NCOA vendor.

**9.1(4)** Upon receipt of the NCOA data from the vendor, the state registrar shall promptly prepare a data file for each county, other than those for which the registrar provides data processing services, in the medium used by the county to send updates to the registrar and shall promptly forward the data file to the appropriate commissioner.

**821—9.2(48A) Commissioner's responsibility upon receipt of NCOA data.**

**9.2(1)** Commissioner to update county records. Each commissioner shall examine the data provided by the NCOA vendor and shall update the county's registration records on the basis of that data in accordance with Iowa Code subsections 48A.27(4) and (5).

**9.2(2)** Each commissioner shall attempt to determine whether information from the NCOA vendor reflects an actual permanent move on the part of the registrant, or is a change only to the registrant's mailing address, or is a temporary move.

*a.* If a change reported by the NCOA vendor is determined to be a change of mailing address only, the commissioner shall update the mailing address fields of the voter registration record, and shall mail a notice advising the registrant of that action to both the former and new mailing addresses. The notice shall include a detachable, postage prepaid, preaddressed card by which the registrant may advise the commissioner that the change was made correctly or in error.

*b.* If a change reported by the NCOA vendor is determined to be a temporary change, the commissioner shall take no action regarding the registration record.

**821—9.3(48A) Independent action authorized.** Any commissioner, independent of the actions of any other county or the registrar, or in cooperation with another commissioner or commissioners, may make arrangements with a licensed vendor of NCOA data for the provision of NCOA information pertaining to registered voters of that commissioner's county. NCOA information received shall be processed in the same manner as described in rule 9.2(48A). Arrangements made pursuant to this rule shall be reported to the registrar.

**821—9.4(48A) Forms mailed.** Information received from NCOA data shall be processed in accordance with Iowa Code subsection 48A.27(4). Examples of the forms to be mailed are available from the state registrar of voters in a document titled "NCOA Mailings."

**821—9.5(48A) Mailing deadlines.** All required mailings resulting from NCOA information shall be completed at least 90 days before the primary election in even-numbered years, and not later than May 1 of odd-numbered years.

These rules are intended to implement Iowa Code subsections 48A.27(4) and 48A.28(2).

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